

FINELINE

AUGUST 2008

www.finance.utah.gov

A Utah Department of Administrative Services, Division of Finance monthly communication service



Division of Finance Moves to a 4-Day Workweek

In support of Governor Huntsman's Working 4 Utah initiative, the Division of Finance's office hours will be from 7:00 a.m. to 6:00 p.m. Monday through Thursday, beginning August 4th. Our offices will be closed on Fridays.

Please take note of the following changes:

Disbursements

Warrants created in the Thursday night cycle of FINET will be mailed out on Monday morning. **There will be no manual warrants created on Friday.**

FINET

The Help Desk will be open 7:00 a.m. to noon and 1:00 p.m. to 6:00 p.m., Monday through Thursday and closed on Fridays. FINET hours will remain the same: Monday through Saturday from 6:00 a.m. to 7:00 p.m., however, there will be no support available for questions or help on Fridays and Saturdays. The third Saturday of the month, FINET will be closed for maintenance. Monthly close-outs will change from Fridays to Thursdays and will be further discussed at the next ACT meeting.

Payment Tracking System (PTS)

We currently do not plan on running our normal PTS processing on Fridays. However, we will monitor the impact of this decision over the next several weeks and consider other options if necessary. If your agency has a concern about PTS that has not yet been discussed with us, please call Jerry Gearheart at 538-1023 or Rick Beckstead at 538-3100.

Payroll

Many of the time frames associated with payroll processing are changing due to the Working 4 Utah initiative, as outlined below. Agencies must pay close attention and adhere to the time frames associated with each process. It is essential that agencies complete the payroll review and approval process (per Finance Accounting Policy 11-17.00) timely to ensure employees are paid appropriately.

Division of Finance Moves to a 4-Day Workweek

Stronger Internal Control for Payroll

Help Desk FAQs

Data Warehouse FAQs

Internal Transaction Training

Selected Fiscal Year-End Dates

Trainer's Corner

(con't on page 2)

HOURS OF OPERATION: Beginning August 4th, 2008, State Payroll's hours of operation will be Monday - Thursday, 7:00 a.m. to 6:00 p.m., closed on Fridays.

ESS & SAP SYSTEM AVAILABILITY: The ESS and SAP systems will continue to be available most of the time, except for scheduled backups on Saturday nights and at other times for scheduled maintenance. However, State Payroll staff will be unable to provide assistance outside of the scheduled hours of operation listed above.

2008 FINANCE CALENDAR: The Finance Calendar (ordered from State Printing) has several changes starting with August 2008 through the end of the 2008 calendar year. A revised pdf version of the calendar is available on the Division of Finance web page: www.finance.utah.gov in the Payroll, Payroll Documents section.

HOLIDAYS & PAY DATES: The Schedule of Pay Periods and Holidays during the 1-year trial period have been revised to reflect 10 holidays. Columbus Day was removed in exchange for 10 hours of holiday leave for the remaining holidays beginning with Labor Day.

This schedule also lists the pay dates, which will remain on Fridays unless a holiday falls (or is observed) on payday Friday, then payday will change to Thursday.

The revised Schedule of Pay Periods and Holidays are posted on the Division of Finance web page: www.finance.utah.gov in the Payroll, Payroll Documents section.

RETIREMENT/TERMINATION CUTOFF & PAYROLL PROCESSING DATES (for actions effective on or after July 26, 2008): The Retirement/Termination Cutoff Dates Schedules for 2008 and 2009 have been revised and are also posted on the Division of Finance web page: www.finance.utah.gov in the Payroll, Payroll Documents section. This schedule also lists the Preliminary Payroll and Final Payroll Processing dates. The cutoff for entry of retirements is Tuesday night of time entry week. The cutoff for entry of terminations is 2:00 p.m. on Wednesday of time entry week (this changes to Tuesday when necessitated by a holiday).

DISTRIBUTION OF PAYCHECKS: Beginning with the August 8, 2008 payday, we will mail paychecks to the address printed on the check (on Thursday of payday week). It's critical that employees receiving actual checks verify their address information and corrections made in the HRE system prior to the next payroll run.

DISTRIBUTION OF DEPOSIT ADVICES: Deposit advices will continue to be mailed to agencies on Thursday of payday week. Agencies that normally pick up their deposit advices from Disbursements may continue to do so on Thursday of payday week.

DISTRIBUTION OF PAYCHECKS & DEPOSIT ADVICES FOR THE LEGISLATURE, COURTS and HIGHER EDUCATION: We will continue to mail paychecks AND deposit advices to these agencies on Thursday of payday week for distribution on Friday.

EPPI CARD: If an employee who is paid via EppiCard does not have the card on payday Friday, Monday is the earliest a check can be issued to the employee. Letters are mailed to employees who are scheduled to be paid via the EPPICard on the Wednesday (two weeks and two days prior to pay day). In the letter, employees are instructed to contact EppiCard directly if they have not received their card by the Friday (one week prior to payday), while there is time to issue a card to the employee BEFORE payday.

Data Warehouse

We will continue to load and balance data from the Thursday night FINET cycle into the Data Warehouse on Fridays. However, there will be no support available for questions or help on Fridays through Sundays.

Travel

The State Travel Office will be open from 7:00 a.m. to 6:00 p.m., Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Fridays. Only the Christopherson agents working in the State Travel Office will be available on Fridays.



Stronger Internal Control for Payroll



Over the next year we will be contacting individual departments to help them adopt a stronger internal control process for the entry and approval of payroll data.

Currently, time and other pay entries are automatically approved when time entry operators save their entries. There is no automated system control to ensure the entries are reviewed and approved before they are processed in payroll. The review and signoff of various time entry reports, required by the *Payroll Review and Approval Process* policy (FIACCT 11-17.00), is the primary control and is therefore required. However, the state auditors have found the sign-off of reports is not being done consistently by state agencies and have recommended a stronger internal control for payroll entries.

In the future, all time and other pay entries must be reviewed and approved by someone other than the person making the entries. Only electronically approved entries will be processed by payroll. Once this stronger internal control is implemented for your department, the review and signoff of the various time entry reports will no longer be the primary control and therefore will be optional.

In working with individual departments, the time entry operator's function will change from entry with automatic approval to entry only. Department approval staff will need to be identified and if necessary given access and training in the approval process.

Departments that make extensive use of ESS for time entry and approval will probably find that this change is not difficult. Since most entries are approved by the employees' supervisors through ESS, the volume of entries to approve by someone else will be small. (Once the change is in effect, supervisors will also be able to view and approve through ESS the 'Other Pay' entries made by time entry operators.)

Departments that do not use ESS will need to plan on scheduling time for the approval process to occur within the time frame that is currently scheduled for time entry only. Additional approvers will probably also need to be designated and trained.

Payroll is a very large and material expenditure for the State and therefore, it is very important that individual departments comply with the current payroll review and approval process and continue to review, approve, and maintain a file of approved reports and timesheets until this stronger internal control is implemented. The complete *Payroll Review and Approval Process* policy (FIACCT 11-17.00) can be viewed on the Division of Finance's website at www.finance.utah.gov/main. Click on the Payroll icon, select Payroll Policies and Procedures. If you have questions please contact Mark Austin at the Division of Finance at 538-3023.



Data Warehouse FAQs

by Julia Holmes and Brenda Lee



How do I reconcile FINET payroll expenses to the detail by employee from the payroll system?

Agencies may need to research payroll transactions and follow them through to their posting in FINET. The information discussed below will help to simplify this process.

When payroll is run each pay period, detail salary and state paid benefit expenses for each employee are posted to the Labor Distribution table in Data Warehouse. This detail shows the FINET coding blocks that were charged for all the different wage types for each employee such as regular pay, annual leave pay, comp time earned, retirement contributions, etc.

Each detail record in the Labor Distribution table has 2 dates. The first date is pay period end date. The second date is the ZDATE, which approximates the date the payroll information was created for the Labor Distribution table. This information is usually created each Tuesday preceding payday, however the date may vary a few days before or after due to holidays.

When Payroll interfaces with FINET, employee payroll expenses are summarized and posted by FINET coding block rather than by individual employee. Payroll is posted to FINET with CA documents that have the pay period end date in the document number (YYMMDD).

For example, for the pay period ending July 11, 2008, the expenses were posted to FINET with document numbers that begin with CAPAY080711 and the Labor Distribution was created on July 22, 2008 (the Tuesday before employees are paid for this pay period.)

Pay Period End Date	FINET Doc #	ZDATE (YYYYMMDD)
7/11/2008	CA PAY 080711*****	20080722

Quite frequently, retroactive adjustments are made in Payroll which affects previous pay periods. These retroactive adjustments go to FINET at the time that the adjustment is made. However, they will post to Labor Distribution with a prior pay period end date. Using the ZDATE when pulling information from the Labor Distribution table will help you to reconcile to what posted in FINET regardless of whether a retroactive adjustment has been posted to Payroll.



Internal Transaction Training

The Division of Finance provides training for all of the FINET processes. This month we will highlight the Internal Transactions training.

Internal transactions are those FINET documents that record transactions within a department or between departments. The documents are used for correcting errors, making adjustments, making allocations, and recording transactions where there is a buyer and seller relationship.



FINET documents used for this purpose include:

- IDT – Internal Department Transfer
- ITI – Internal Transaction Initiator and ITA – Internal Transaction Agreement
- IET – Internal Exchange Transaction
- JV – Journal Voucher (There are several different types of Journal Vouchers each used for a specific purpose.)

We provide two separate courses for Internal Transactions.

On-line course

The on-line course provides an overview of processes, procedures, and policies associated with Internal Transactions. It describes how to process the IDT, ITI/ITA combination, IET, and JVDP documents. It is a prerequisite and provides the foundation for the instructor-led course described below.

The Internal Transactions on-line course is available from the Division of Finance web site at www.finance.utah.gov, select the training icon, FINET training, on-line courses, and Internal Transactions.

Instructor-led class

The instructor-led class builds on the information in the on-line course and then focuses on exercises to practice each document. The exercises allow students to apply the concepts learned in the on-line course and practice processing documents in a safe environment. The course lasts approximately 4 hours.

Instructor-led classes are delivered using our remote training software (iLinc) so you can participate from your own location. You need no additional software on your computer as long as you are within the state's firewall. If you are outside of the state firewall you can work with your DTS staff to install VPN software to obtain access.

The class includes practice exercises with the following documents:

- IDT – Internal Department Transfer
- ITI – Internal Transaction Initiator and ITA – Internal Transaction Agreement
- IET – Internal Exchange Transaction

We do not include Journal Voucher exercises because they are used for specialized purposes and the IDT will now allow you to record most transactions that were previously recorded using the JV.

The Internal Transactions Instructor-led class is offered monthly. You can register for the next class from the Division of Finance web site at www.finance.utah.gov, select the training icon, FINET training, classroom Training, then follow the screen instructions.



Selected Fiscal Year-End Dates

Aug 1	RECOMMENDED last day to make ANY OLD Year Payments in FINET (POs, PDs, DOs, and GAEs. Old YEAR payments cannot be made after August 14.
Aug. 4	Final calculation of dedicated credits lapsing amounts.
Aug. 5	Division of Finance distributes Closing Schedule #2 (includes non-budgeted line items).
Aug 7	OLD year check cancellation cutoff.
Aug. 7	July NEW Year month-end
Aug. 11	July NEW FINET reports available on Data Warehouse.
Aug. 14	Agency Closing Schedules are due back to Gene Baird at the Division of Finance.
Aug 14	Cutoff for July Old #3 FINET month-end reports.
Aug 18	July OLD #3 month-end reports AM31 and AM65 available on the Division of Finance's webpage.





C O R N E R

August

<i>Requisitions</i>	
8/25	1 pm – 4 pm
<i>Purchase Orders</i>	
8/26	8 am – noon
<i>Payables</i>	
8/26	1 pm – 5 pm
<i>Cash Receipts</i>	
8/27	8 am – noon
<i>Receivables</i>	
8/27	1 pm – 5 pm
<i>Fixed Assets</i>	
8/28	8 am – noon
<i>Budgeting</i>	
8/28	1 pm – 5 pm

September

<i>Internal Transactions</i>		<i>Cash Receipts</i>	
9/3	8 am – noon	9/17	1 pm – 5pm
<i>Inventory</i>		<i>Payables</i>	
9/11	8 am - 5 pm	9/18	8 am – noon
<i>Requisitions</i>		<i>Fixed Assets</i>	
9/16	8 am - noon	9/18	1 pm -5 pm
<i>Receivables</i>		<i>Budgeting</i>	
9/16	1 pm – 5 pm	9/23	8 am - noon
<i>Purchase Orders</i>			
9/17	8 am – noon		

TO REGISTER:

Link to: <http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm>. Course descriptions are available from the Finance Home Page at <http://www.finance.utah.gov>. Click on the Training button.

